

FY06 Collection of Fines and Fees Form

Commonwealth's Attorney Report to the Compensation Board for July 1, 2005, through June 30, 2006. Pursuant to § 19.2-349 B, Code of Virginia

Commonwealth's Attorney for: _____ city/county Locality Code: _____

COURT	Column A Total Assessments of delinquent fines, costs, forfeitures, penalties & restitution	Column B Deleted or removed accounts	Column C PAID accounts as reported by Department of Taxation's Debt Set-Off Program	Column D Subtotal - Net Assessments (A – B – C = D)	Column E Total - Gross Collections of delinquent fines, costs, forfeitures, penalties & restitution collected and deposited in this period	Column F Collection Fee	Column G Total - Net Collections (E – F = G)	Column H Collection Rate (E + D = H)
Circuit	\$	\$	\$	\$	\$	\$	\$	%
General District	\$	\$	\$	\$	\$	\$	\$	%
J & DR	\$	\$	\$	\$	\$	\$	\$	%
Combined	\$	\$	\$	\$	\$	\$	\$	%
Totals	\$	\$	\$	\$	\$	\$	\$	%

COURT	FY06 Collection Method*	IN-HOUSE Collections ONLY		<p><i>Based on information provided to me by the courts and my collection program, I certify that this report is a true and accurate statement of the total fines and costs collected and deposited by me or on my behalf for the period stated above.</i></p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Signature: _____</p> <p>FY06 Collection Methods* (circle all that apply):</p> <div style="display: flex; justify-content: space-between;"> DEPARTMENT OF TAXATION IN-HOUSE PROGRAM CITY / COUNTY TREASURER </div> <div style="display: flex; justify-content: space-between;"> PRIVATE ATTORNEY (provide name) PRIVATE COLLECTION AGENT (provide name) </div>
Circuit		Total from Column F above	\$	
General District		Less: Expenses for collection efforts	\$	
J & DR		Surplus/(deficit)	\$	
Combined		To locality date _____	\$	
Totals		To state date _____	\$	

Instructions for FY06 Collection of Fines and Fees Form

Please type information on form. Fill out one form per locality. Do not combine data for separate localities. The Commonwealth's Attorney has discretion to delegate preparation of the fines and fees collection form to the collection agent or an employee of the office, but ultimately the Commonwealth's Attorney is responsible for the content of the form. The Auditor of Public Accounts reviews these forms on an annual basis; therefore, all information used to prepare the form should be kept available.

For General District Court reporting, please combine separate divisions into one general district amount and submit one form. For localities that use more than one collection method during the year, please combine the amounts and submit one form.

- Column A:** Enter the total amount of **assessments** for delinquent fines, costs, forfeitures, penalties and restitution during this reporting period (as taken from the Supreme Court's Financial Management System BR022 spreadsheet "Receivable Balances, Total Sent to Collections, and Collections Ratios, June, 2006 report).
- Column B:** Enter the amount of **accounts manually removed** by the Clerk of the Court. The Commonwealth's Attorney should approve amounts manually removed. Supporting documentation, including the reason for the removal, should be maintained for auditing purposes.
- Column C:** Enter the amount of **accounts reported as "paid"** by the Department of Taxation's Debt Set-Off program (provided by the Clerk of the Court).
- Column D:** Enter the Subtotal. This subtotal represents **net assessments**. Column A minus Column B minus Column C ($A - B - C = D$).
- Column E:** Enter the total amount of **gross collections** of delinquent fines, costs, forfeitures, penalties, and restitution collected and deposited in the reporting period (provided by the Department of Taxation, your In-House program, Treasurer, private attorney or private collection agent).
- Column F:** Enter the **fee for collection services**. If your office is charged a flat fee for collecting fines and fees, enter that amount in this column.
- Column G:** Enter the **net collections** that were deposited to the court. Column E minus Column F ($E - F = G$). Reconcile to the Clerk of the Court's records.
- Column H:** Calculate the **collection rate** of each court. Column E divided by Column D ($E \div D = H$).

*Enter fines and fees data, collection method, sign, date, and print name and locality. Fax to Lisa Carson at (804) 371-0235 not later than **Monday, August 14, 2006**. Mail original to Lisa Carson, Compensation Board, 102 Governor Street, Suite 120, Richmond, VA 23219.*